

Fred Sullivan  
Chairman  
  
Janine L. Burke  
Executive Director



Scott Avedisian  
Mayor

**Warwick Sewer Authority**  
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## **BOARD MEETING MINUTES**

**Thursday, June 14, 2012, 5:30 p.m.**  
**Warwick Sewer Authority Conference Room**  
**125 Arthur W. Devine Boulevard**  
**Warwick, RI 02886**

<b>Board Members in attendance:</b>	<b>Guests:</b>
Fred Sullivan, Chairman	Erik Meserve, P.E., AECOM
Aaron Guckian, Secretary	Dennis Setzko, P.E., AECOM
Steven Sylven, P.E.	Roy Dempsey
Peter Ginaitt	Eugene Nadeau
	Roger Durand
<b>Board Member not present:</b>	
Gary Jarvis	
<b>Staff present:</b>	
Janine L. Burke, Executive Director	John Revens, Legal Counsel
Lynn F. Owens, Administrative Coordinator	Lynda Ortiz, Finance Customer Service Mgr.

**1. Call to Order** At 5:31 p.m. Chairman Sullivan called this meeting to order.

**2. Approval of Minutes**

**a.** Approval of minutes from the regular meeting held May 24, 2012.

ACTION: Mr. Sylven stated the minutes from the May 24<sup>th</sup> budget presentation should more clearly reflect the Board's action regarding Form 2 Personnel Requests. He stated the Board had discussed the proposed organizational changes presented by Director Burke, which included increasing the rate of pay for two supervisory union positions by two pay grades and one supervisory union position one pay grade. He stated the Board recommended modifying the proposal, increasing the pay grades of only two supervisory union positions and only by one pay grade.

Mr. Guckian moved approval of the minutes with Mr. Sylven's amendment added to the record. Messrs. Sylven and Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

The amendment to the minutes will be displayed in red on the executed document with a note on the cover page that the record was amended.

### **3. Phosphorous Removal Project**

- a. AECOM to submit progress report: Mr. Meserve presented a progress report on the phosphorous removal project.

Mr. Meserve stated the final Facility Plan Amendment report should be submitted to RIDEM next week.

### **4. March 30, 2010 Pawtuxet River Flooding**

- a. Financial Report of Flood Expenses: no new information. Director Burke stated there is another scheduled meeting with FEMA tomorrow.
- b. Flood Protection Study: Mr. Setzko submitted a progress report focusing on Alternate #4 which brings WSA to the 500-year flood protection level. He stated a benefit/cost analysis is in the works using the FEMA model. Director Burke stated the benefit cost ratio must be a minimum of 1.0 to qualify for hazard mitigation funding. Mr. Setzko stated in all cases it is running above 1.0.

Mr. Meserve stated according to FEMA sewer service is worth \$46 per day per person.

- c. Bellows Street Pumping Station  
Crossman Engineering to submit progress report

Director Burke stated the EDA engineer authorized the WSA to go out to bid. She stated the bid was advertised yesterday; there is a pre-bid conference scheduled for June 26<sup>th</sup> and the bids close on July 11<sup>th</sup>. She said that she has asked Crossman to give her a proposal for construction administration and oversight on this project and she hopes to have a recommendation for the bid award as well as an amendment to the engineering contract with Crossman for the Board to consider at the next meeting.

Mr. Sylven asked if anyone reviewed the final bid documents before they went out to bid. Director Burke stated yes; she and Mat Solitro did, as well as the EDA engineer.

### **5. Collection Systems Division**

- a. Construction Services
  - i. Governor Francis Farms Phase II

ii. Bayside IV/Longmeadow

Director Burke stated we continue to get new connections from the Longmeadow project area (25%) as well as the Governor Francis Farms Phase II project area (54%) as of this date. She stated Spring Green/Gaspee Point has completed the main sewer line construction and has started on the individual house connections. She stated a great deal of work will continue to occur over the summer.

Mr. Guckian asked who is responsible for the connection in the Gaspee Point area. Director Burke stated the land owner, Spring Green Corporation, is responsible and has purchased the grinder pumps, hired the drainlayer, and is overseeing the connections in three phases. She stated they have a very well-designed plan and are doing the right thing.

Mr. Ginaitt stated kudos to them for doing the right thing.

Mr. Guckian asked about the impact recent legislation will have on the cesspool phaseout (program). Director Burke stated the recently passed legislation prohibits WSA from implementing mandatory sewer connections. Mr. Ginaitt commented that WSA will have to pass the cost on to the existing users.

**b. Engineering Services (Future Project Planning)**

- i. Governor Francis Farms Phase III
- ii. Bayside I-III
- iii. Northwest Gorton Pond: Proposal to complete engineering and design work for project area, Garofalo & Associates, Inc.
- iv. O'Donnell Hill: Proposal to complete engineering and design work for project area, Garofalo & Associates, Inc.

Director Burke reviewed with the Board a chart she prepared detailing future sewer project planning within the Facilities Plan. She stated she was wary of spending additional funds on the design of these projects until we secure bond authorization.

Chairman Sullivan asked for additional information on O'Donnell Hill projects including how long it would take to get permits for that project and the associated cost of permitting. He suggested WSA pursue getting the permits to get the project shovel ready, in case funding becomes available. Director Burke will speak with Steve Garofalo about this project.

Referring to the O'Donnell Hill project, Mr. Sylven stated additional easement research is noted on the chart. Director Burke stated there is a railroad easement within the project area. Mr. Sylven stated if this project is not recommended until 2016, he didn't think it would be prudent to get the permits at this point, unless the timeframe for this project is accelerated.

Chairman Sullivan asked that these items be left on the agenda under Old Business.

Director Burke briefed the Board on negotiations with the Narragansett Indians and the archaeological survey work. She stated USEPA is helping with the negotiations.

## 6. Billing Services Division

### a. Annual Deferment of Sewer Assessment

Name	Year	Address	Reason
Narragansett Bay Baptist Church	8	1642 West Shore Road Plat 354 Lot 0052	Church property \$4,180.00 deferred

ACTION: Mr. Guckian moved approval. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

### b. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
City of Warwick	Open space lots as described on listing	Various vacant lots zoned open space	\$42,900.00
City of Warwick	v/l West Shore Road Plat 332 Lot 749	Cemetery	\$5,200.00
City of Warwick	v/l Carder Road Plat 358 Lot 419	Cemetery	\$8,200.00
Battery Cemetery City of Warwick	v/l Holmes Road Plat 289 Lot 551	Cemetery	\$568.32
Brayton Cemetery City of Warwick	v/l Arnolds Neck Drive Plat 244 Lot 145	Cemetery	\$2,200.00
Ames Chased Schel	v/l Delaware Avenue Plat 310 Lot 216	Cemetery	\$2,640.00
Ames Chased Schel	v/l Delaware Avenue Plat 310 Lot 221	Cemetery	\$4,400.00
Narragansett Electric Company	v/l Pleasant Street Plat 245 Lot 172	Power lines run across the property	\$1,760.00
Narragansett Electric Company	v/l Pleasant Street Plat 245 Lot 196	Power lines run across the property	\$2,640.00
Narragansett Electric Company	v/l Cowesett Road Plat 238 Lot 10	Power lines run across the property	\$227,941.74

ACTION: Mr. Ginaitt moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

## **7. Administrative Items**

### **a. Director's Report**

- i. Report on Budget Hearings FY 2012-2013: Director Burke stated she answered many questions from the City Council members during the budget hearings.

- ii. Financial Report

- iii. Administrative Schedule

Director Burke stated next week, a few WSA staffers will be attending a 2-day training session sponsored by the Rhode Island Emergency Management Agency on Disaster Management for Water & Wastewater Utilities. She said she would be taking a few days off next week as well as the entire first week of July.

### **b. Chairman's Report: no report.**

### **c. Sewer Assessment Committee Report: no report.**

## **8. Consent Agenda - Correspondence**

- a. WSA to RIDEM re: Assistant Superintendent Goodinson (5-22-12)
- b. Director Burke to Governor Chafee re: Senate Bill No. 2086 and House Bill No. 7936 (6-7-12)
- c. Bellows Street pumping station Notice To Bid (6-11-12)
- d. RIDEM to WSA: Bellows Street Order of Approval (6-12-12)

ACTION: Mr. Ginaitt moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

## **9. New Business**

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

### **a. Mandatory Sewer Connection Program/Connect Capable Fee**

Chairman Sullivan suggested that WSA stop sending out mandatory sewer connection letters; because of recently passed legislation we can't force anyone to connect. He stated if everyone is in agreement, we should stop the mailings. The other Board members were in agreement.

Director Burke stated RIDEM is looking at the impact of the new law and its effective date; she will let the Board know the outcome of that review.

## **10. Old Business**

- a. WSA GIS Program
- b. WSA Deferment Policy
- c. Mandatory Sewer Connection Program
- d. Amendments to By-Laws
- e. Modifications to Septage Hauling Regulations
- f. Infrastructure Improvement: 48" line under Interstate 95
- g. IPP Local Limits Study
- h. WSA Resolution Supporting Revenue Bond Issuance for new sewer construction projects

Director Burke stated regarding the GIS Program, we've been working on QA/QC data work and some special project or mapping work. She stated we plan to start an easement clearing program on July 1<sup>st</sup>, and we want to show DEM where our easements are located in relation to freshwater wetlands. She reviewed with the Board recently printed GIS-generated maps which will be mailed to DEM.

Chairman Sullivan asked for an update on the 48" line under Interstate 95. Director Burke stated we budgeted to start the project in FY13 and will begin to prepare the bid documents.

## **11. PUBLIC COMMENT PERIOD:** At 5:58 p.m., Chairman Sullivan opened the meeting to public comment.

Mr. Roy Dempsey shared his comments with the Board.

Mr. Eugene Nadeau shared his comments with the Board.

At 6:05 p.m., this public comment period ended.

## **12. Open Call for Executive Session Pursuant to RIGL 42-46-5 (a) (1): Personnel matter**

ACTION: Mr. Guckian moved that the Warwick Sewer Authority convene in executive session in accordance with Rhode Island General Laws 42-46-4 and 42-46-5 (a) (1) to discuss a personnel matter. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved. Chairman Sullivan asked that all but the Board members leave the room.

At 6:07 p.m., the Board went into executive session.

At 6:48 p.m., the Board returned to open session. Mr. Guckian moved that the minutes of the June 14, 2012 executive session be kept closed in accordance with Rhode Island General Laws 42-46-4 and 42-46-5 (a) (1).

Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

### **13. Adjournment**

Mr. Sylven moved to adjourn. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

At 6:49 p.m. this meeting ended.

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Aaron Guckian, Secretary